

MOBILE CATERING SERVICES SPECIFICATIONS (7500)

(Revised 1996)

GENERAL REQUIREMENTS

Scope of Contract

The intent of this solicitation and any resultant contract is to obtain the services of a Catering Service to provide tasty, well-balanced hot meals, sack lunches, and buffet lunches, on emergency incidents when applicable, at various field locations throughout the State of California.

The Catering Service is to include all phases of food preparation and serving normally associated with the trade. Such service shall include, but is not necessarily limited to, complete management, control, purchase, receipt, storage, issue, handling, processing, packaging, preparation and serving.

The State, at its option, may order meals to be prepared and placed in State-furnished insulated cans. Such meals are to be the same portions net weight as those served at an incident. Plates, cups, serving and eating utensils, beverages and condiments will be furnished by the Contractor for all meals.

The State, at its option, and by mutual consent of the Contractor, may also order supplemental foods and beverages.

Due to the sporadic occurrence of incident activity, the State **DOES NOT GUARANTEE** placement of any orders for service. **However, CDF normally will not request mobile catering services unless 600 or more meals are anticipated during an incident.** In addition the State reserves the right to use other methods to feed personnel on emergency incidents such as CDF Mobile Kitchen Units, local restaurants, Conservation Camps, etc.

If it is determined that a Contract Catering Service is needed the State will use the lowest priced contract catering service that is available within the CDF administrative area of the emergency incident.

The contractor is not obligated to accept orders if notification has been made to the State in advance of the placement of an order that he/she is unavailable. If the contractor is committed to another emergency incident for the State or any other public emergency, he/she will have met the availability requirement.

State-Furnished Property

The State will deliver to the Contractor the following State-furnished property:

Potable water (except first 200 gallons)

Garbage cans and liners

Approved insulated cans, when required

Seals for approved insulated cans, when available

Disposable insulated can (new or used) when available, for grease disposal

State-Furnished Services

*Personnel - State will provide personnel to do general cleanup of eating area and other duties as directed by the Food Unit Leader. State furnished personnel will **not** assist in preparing or serving food, making sandwiches, making coffee or washing dishes, pots or pans.*

Waste Products - The State will arrange for pick up and disposal of all waste products. It is the Contractor's responsibility to contain all waste and grease products and the State's responsibility to dispose of the containers of waste and grease.

Waste (Gray Water) - Drainage dump for kitchen waste water. (In the event the State does not allow water to be disposed of on location, the State will arrange for a septic pumper to remove waste water from Contractor's holding facility.)

Dust Control - The State is responsible for dust control for the kitchen and serving area.

Potable Water - The State will deliver potable water to the kitchen after the first 200 gallons furnished by the Contractor.

Refrigeration - When the State has taken delivery of sack lunches and supplemental foods and beverages, it will arrange for refrigeration and will not require the Contractor to furnish refrigeration for such items.

Meal Count

The State shall provide a person to count the number of meals being served. This count shall be done by head count (plate count may be used as a back up).

All first helpings will count as a meal, with or without the entree'.

Additional helpings at the dinner meal will not be considered an additional meal unless a meat helping is served.

Additional helpings at breakfast and buffet lunch will not be considered an additional meal.

The number of meals counted will be recorded on Daily Meal Order-Catering Service, reconciled with the Contractor and signed by the Food Unit Leader and Contractor at the end of each meal, and forwarded to the Procurement Unit at the end of each day.

Health Authority Notification

When the Catering Service Unit is requested for an incident, the ordering unit may notify local Health authorities of the time and location services are to be performed.

Fuel Tender

The State will allow the Contractor to use a State fuel tender when available. Any costs of services/supplies will be deducted from payments due the Contractor.

State Escort

There are times when it is difficult for a Contractor to locate an incident with the directions that have been given within the timeframe desired. The State will give the Contractor directions to a designated site that can be easily found (such as a Fire Station, Area or Region Office, fork in the road, etc.); from that site, the State is responsible, when necessary, for providing an escort to give the Contractor directions to the Incident.

Contractor-Furnished Equipment, Supplies and Personnel

The Contractor shall furnish the following:

- All labor except State-furnished personnel.
- All food and condiments.
- All cooking, serving equipment, serviceware (paper) and supplies.
- All eating utensils (sealed in plastic).
- Disposable serving utensils for hot can meals (sealed in plastic).
- Small weighing scale for spot-check of minimum weight requirements.
- Hot food thermometer for spot-checking of food temperatures.
- Plastic gloves for camp crew.

- Test strips for checking rinse water solution sanitation.
- Phosphate-free liquid soap and paper towels for hand washing facilities.
- Waterproof tent(s) or fly for eating area to accommodate a minimum of 200 persons.
- Separate, sturdy tables and seating that will not collapse for eating area to accommodate a minimum of 200 persons.
- Lights for serving and eating area.
- Outdoor fly-proof enclosure for outside food preparation except approved outdoor barbecues.
- All fuel and electricity for kitchen, serving area, eating area, refrigeration, lighting, and contractor's personnel living area.
- Refrigeration unit for storage of meats and other perishables.
- Potable water storage (200 gallons minimum).
- Initial supply of 200 gallons of potable water.
- Gray water storage capability (500 gallons minimum).
- Living accommodations and meals for Contractor's personnel. Sleeping accommodations will be a reasonable distance from the kitchen area.
- Adequate fire extinguishers.
- When the State is recycling on an incident, the Contractor shall separate kitchen recyclable materials by type. (For example: glass in one container, plastic in another, aluminum in still another, etc.) (does not include silverware, plates and cups used in the eating area).
- Repairs to Contractor's equipment. (The State may at its option elect to make such repairs when necessary to keep the equipment operating. The cost of such repairs will be deducted from payments due the Contractor.)
- One institutional-type can opener (not household type).

Note: It is recognized that during times of emergencies, the Contractor may not be able to furnish some items required. The State may furnish items to the Contractor and deduct the cost from payments due.

Contractor Responsibilities

Violation of the following may result in release of a Catering Service.

- The Contractor shall furnish services as stated in the contract.
- The Contractor is responsible for providing equipment fully operated which includes all fuel, oil, preventive maintenance and repair.
- Upon arriving at the incident site, the Contractor must immediately report to the Food Unit Leader or other designated personnel in charge to verify set-up location, etc.
- The Contractor shall maintain all facilities used for meal preparation and serving in a sanitary condition in accordance with FDA Model Food Service Sanitation Ordinance.
- All employees shall be neat and clean in fact as well as in appearance. All employees shall wear hair restraints (hair nets or caps or other restraint). Long hair hanging out of caps without some type of restraint is not acceptable. Aprons must be worn at all times, and plastic gloves when serving meals except when using tongs or long-handled utensils.
- All employees cooking or handling food shall be free of communicable diseases. Contractor shall train employees in the importance of handwashing as a means of preventing the spread of infection.
- Federal, State, local laws or standards covering food handling shall be complied with.
- Alcoholic beverages and controlled substances shall not be used or furnished to any person at the incident. There shall be no smoking in the immediate area of food preparation or serving.
- Only those Contractor employees essential to the mission may remain at the Incident.
- Contractor shall remove all equipment, materials and supplies as soon as practical upon being released by State. Contractor shall ensure area used is left in clean and orderly fashion.

ORDERING, RELOCATING, REDUCING, RELEASING, REASSIGNING AND CANCELLING PROCEDURES

Procedure for Placing Orders for a Catering Service

Required Information When Placing Orders

Persons ordering Catering Services will furnish the following information:

- Resource Order Number, Request Number and name of incident.
- Exact location or designated site where Contractor can meet State representative for escort or further instructions to the incident.
- Estimated number of persons to be fed the first three (3) meals.
- Name, title and phone number of person to contact for further information.
- Name and title of person to contact at the incident.

Required Lead Time After an Order Has Been Placed

The Contractor will be allowed the following lead time for reporting to an incident and be ready to serve the first meal:

- Two (2) hours loading or mobilization time.
- Up to a maximum of ten (10) hours of travel time (normally on paved roads) from Designated Dispatch Point to designated site or escort location. When the Contractor agrees to a shorter delivery schedule, he/she is obligated to perform in accordance with the agreed upon schedule.
- Two (2) hours kitchen set-up time after a mutually agreeable site at the incident has been established.

Procedure and Times for Ordering Hot Meals, Buffet Lunches and Sack Lunches

Orders for hot meals and times to be served will be placed in writing by the State Food Unit Leader. No other persons are authorized to place additional orders.

The Contractor will be notified of the anticipated number of hot meals at least six (6) hours (8 hours for meals being placed in approved insulated cans) before time to be served or delivered.

It is imperative that hot meals be served or delivered at the times ordered because of the emergency nature of firefighting. Failure on the part of the Contractor to meet the meal schedule may result in termination of services.

Procedure for Canceling or Releasing/Reassigning a Catering Service

A Catering Service may be cancelled at any time prior to any meals being served. [A Catering Service may be released at any time after serving has begun with 24 hours notice.](#)

Procedures for Canceling and Reducing Hot Meals and Buffet Lunch Orders

Any cancellation or reduction in hot meals must be made five (5) hours in advance of serving time.

Procedure for Relocating a Catering Service Unit at an Incident

After a Catering Service has arrived and set-up at an incident, the State may have a need to relocate the Catering Service to another location on the same incident, which entitles the Contractor to a Relocation Fee of six hundred dollars (\$600.00).

Reassignment of the Catering Service to another incident is not considered a relocation.

EQUIPMENT REQUIREMENTS

Catering Service Unit

Each Catering Service shall be capable of feeding up to 2000 persons at the rate of at least 350 persons per hour. Listed below are the minimum equipment requirements for a Catering Service Unit.

Kitchen Unit

General

1. The kitchen unit shall be fully enclosed except when serving at serving window (service opening shall not be larger than what is necessary to accommodate efficient serving). All doors and major openings shall be screened. (Alternate methods of insect control may be provided in the event screens are not utilized.)
2. All equipment shall be sealed to the floor to prevent moisture from getting under the equipment or be raised at least 6" off the floor by means of an easily cleanable metal leg and foot.
3. Equipment, including the interior of cabinet units or compartments, shall be constructed so as to have smooth, easily accessible, and easily cleanable surfaces. Equipment surfaces shall be free from channels, crevices, flanges, ledges, sharp or jagged edges, and other cleaning obstructions.
4. Unfinished wooden surfaces are not permitted.

5. Food contact surfaces shall be constructed of metal, high pressure laminated plastics, wooden cutting boards, or laminated hardwood which are in compliance with National Sanitation Foundation (NSF) Standards. These surfaces must be kept free of cracks, cuts, and other obstructions which would interfere with proper cleaning. (Wooden boards will be washed with hot soapy water after each use. Plastic boards will be cleaned with a solution of 2 tsp. of bleach and one quart water.)
6. Space around pipes, conduits, or hoses that extend through cabinets, floors, or outer walls shall be sealed. The closure shall be smooth and easily cleanable.
7. Light bulbs, tubes, etc., shall be covered with a completely enclosed plastic safety shield or its equivalent. Light fixtures shall be installed so as to not constitute a hazard to personnel or food materials.
8. All food preparation shall be performed in insect-screened enclosures except for outside barbecues.

Cooking Equipment--Mandatory

1. Griddle or Charbroiler (9 sq. ft surface minimum)
2. Tilting Braising Pan or Tilt Skillets (Two 30-gal)
3. Conventional and/or Convection Ovens (12 cu ft cooking space)
4. Heat & Hold Oven (10 cu ft minimum)
5. Open Burners (Six 15,000 BTU)

Cooking Equipment--Optional

1. Deep Fat Fryer
2. Microwave Oven
3. Steam Kettle
4. High-output Stock Pot Stove

Steam Table (electric or gas)

Steam table, capable of holding at least 4 full size hotel pans (12" x 20"). The unit shall be able to maintain hot food at a minimum of 140 degrees Fahrenheit. The unit shall be used for serving only (not food preparation). Chaffing pans/dishes may be used to supplement the steam table only when approved in advance by the Food Unit Leader.

One (1) Two-Compartment Metal Sink

Sink shall be located in a manner that prevents the materials being washed from being exposed to outside elements (dirt, flies, etc.)

1. The sink shall be equipped with continuous gravity flow or pressurized hot and cold running water (120 Degrees F).
2. The minimum dimensions of each compartment shall be 18" wide x 20" long x 12" deep (inside dimensions), or equivalent volume. The sink dimensions must accommodate the cooking pans being utilized.
3. The sink shall be equipped with a mixing faucet capable of servicing any sink compartment.
4. The sink shall have smooth sanitary drainboards, or equivalent drying area shall be available.

Hand Washing Facilities

1. Hand washing facilities shall be provided within and in close proximity to food preparation area(s) to allow Contractor's employees to wash their hands:
 - a. Inside main kitchen area,
 - b. Inside food preparation area at separate location, and
 - c. At entrance of all outdoor tent or portable food preparation area.
2. The facility shall have either hot and cold water with mixing faucet or warm running water and be provided with paper towels and liquid soap (phosphate-free).

Ventilation Equipment

1. An electrically powered hood exhaust ventilation system shall be provided over all cooking equipment to adequately remove cooking odors, smoke, steam, grease and vapors.
2. The ventilation shall be adequate to provide a reasonable condition of comfort for employees.
3. Grease filters (or other means of grease extraction)
 - a. Shall be of steel construction (or other approved material).
 - b. Shall be readily accessible for cleaning.

Waste Receptacles

Waste receptacles shall be readily accessible. They shall be constructed so as to be smooth, nonabsorbent and easily cleanable.

Storage

There shall be separate storage for cleaning supplies, clothing and insecticides.

Sneeze Guards

Sneeze guards, to effectively shield food, shall be provided on all self-serve food lines so as to intercept the direct line between the average customer's mouth and the food being displayed.

Gray Water Storage

A minimum storage capacity of at least 500 gallons shall be provided.

Refrigerated Storage Unit(s) (Capacity)

Food shall be stored in accordance with National Restaurant Association (NRA) Standards which is six (6) inches off the floor or on easily movable dollies or racks (4" pallets are permissible). Placing food, other than in water-proof containers, directly on permanently installed corrugated floors in refrigerated storage units, does not comply with these standards.

A minimum of 1000 cubic feet refrigerated storage space, capable of maintaining 45 degrees Fahrenheit or lower, is required.

Refrigerated storage shall be equipped with a thermometer placed no farther than 8 feet from the entrance being used. The Contractor is responsible for recording inside refrigerated temperatures once in the morning and once in the afternoon (at least 10 hours apart) in a log made accessible to the State.

Potable Water Storage

Equipment necessary to store a minimum of 200 gallons of potable water is required (kitchen use only). If bladder bags are used, each bag shall have size and description stenciled on bag in no less than 4" letters. (for ex: "200 GAL - POTABLE WATER")

Additional Safety Equipment

All vehicles required to have steps and rails shall have steps and rails meeting OSHA standards.

MENU REQUIREMENTS

General

The Contractor shall provide tasty, well-balanced, hot meals. The Contractor may also offer buffet lunches and salad bars that will only be served when specifically ordered by the State. All meals will be consumed at the incident dining area except for hot cans supplied to other locations.

Minimum quantities, variety (see Menu Variety), quality standards and sample menus (see Sample Menus) for standard meals are indicated below. The intent is for the Contractor to provide variety as well as high quality meals. Additionally, provisions must be made to accommodate personnel needs which vary from the standard menu, such as vegetarian diets. The Food Unit Leader is responsible for notifying the Contractor of the number of special meals required and the issuing procedure for each meal.

The Contractor's proposed menus shall be approved in advance by the Food Unit Leader or his acting. Approval shall insure that variety and content is appropriate.

All first helpings will count as a meal, with or without the entree'.

Second helpings at breakfast and buffet lunch will not be considered an additional meal. Second helpings at the dinner meal will not be considered an additional meal unless a meat helping is served.

Breakfast

The following minimum quantities will be available per person with all breakfast meals.

Eggs - 2 (3 when scrambled)

Meat - 4 oz. - bacon or ham or beef or pork chop or sausage

Bread - 3 slices, or equivalent and

Potatoes - 6 oz. Or

Hot cakes or French toast or waffles, or equivalent (equal to 3 slices of bread)

Milk - 1 pint (milk will be available in individual cups, pints, approved milk dispensers or will be served by the Contractor)

Fruit (or chilled juice) - 1 small or (5-1/2 to 6 oz.)

In addition to the above, the following items will also be available with all breakfast meals:

Butter or margarine, dry cereal, jelly or jam (individual packets or squeeze bottle), peanut butter (cannot be left open to the elements), salsa, and/or hot peppers, coffee, tea, hot chocolate, salt, pepper, sugar, and cream (or substitute)

Sack Lunch

Sack lunches will consist of the following:

Entree 1 - One Meat Sandwich

Meat sandwich must be wrapped in plastic wrap or plastic bags. The Contractor may separately wrap the meat, cheese and bread within each lunch.

Sandwich will contain two slices of fresh bread, either 100% whole wheat or whole grain (cracked or with seeds and grains are acceptable), when available, or two slices fresh white bread.

Sliced meat (2-1/2 oz) (solid muscle) (less than 10% pump) (no chopped or pressed meat)

- A. Roast beef (well done) (no rare roast beef) (no pink) (capless), or
- B. Pork (well done), or
- C. Ham (no ham and water product as labeled by USDA), or
- D. Corned beef brisket, top round, flat rounds, or
- E. Turkey breast (full muscle turkey breast meat only) or
- F. Pastrami (flat rounds), or
- G. Combination of 100% cheese (no imitation) with any of the above (combination weighing 2-1/2 oz)

All sandwich material must be fresh at the time of preparation.

Frozen sandwiches are not allowed. However, individual frozen packets of vacuumed sealed sandwich ingredients may be used in the sack lunches, but only for the first two sack lunch periods.

Entree 2 - Consist of, as examples, but not limited to, one of the following:

- 7-grain bread and raisins and peanut butter
- Bagel with cream cheese and banana chips
- Croissant with jelly and cream cheese

- Specialty bread and raisins, grated carrots and walnut spread
- Burritos and chimis (4 oz or more) (wrapped)
- Pita (pocket bread) with tuna and pimentos, celery, carrots, dill pickles, etc.
- Lunchables, or equivalent (3 oz or more)
- Peanut butter and jelly
- Stew/chili cans/beanie weenie (7 oz or more)

Note: For variety, a hoagie (salami or bologna may be used) may be used in place of entree 1 and 2 if approved by the Food Unit Leader. Also, if approved, two meat sandwiches may be used.

Fresh fruit - Fresh fruit will be one apple (minimum size 100 count) or one orange (113 count or under) or other fresh fruit approved by the Food Unit Leader.

Prewrapped cookies - 4 regular, or equivalent (wrapped to prevent crumbling)

Fruit juice - Two individual canned (no glass) 100% fruit juices with "pop-top" can (totaling 11-12 oz) or non-crushable paper-type containers (for example: Sunglo)

Candy bar - One candy bar or bagged candy (Starbursts and Life Savers are acceptable) (50-80 cents)

Condiments - Four individual packets of condiments appropriate for the entree' being served. If margarine packets are requested by the Food Unit Leader, the Contractor shall be given adequate lead time to obtain from supplier.

Paper napkin and moistened towelette

Chewing Gum - One stick chewing gum or plastic wrapped hard mint.

Buffet Lunch

The State may order a buffet lunch (hot or cold) to be served at the incident base when offered by the Contractor provided a Contractor-furnished employee monitors and maintains their use, which includes supplying tongs and utensils.

The Contractor and Food Unit Leader will mutually agree on the buffet lunch menu content at the incident.

Nutritive content will be equivalent to or greater than that found in the sack lunches.

Dinner

The following minimum quantities will be available per person with all dinner meals.

Meat (raw weight)

Steak - 10 oz. (boneless), or 14 oz. (bone-in), or

Roast Beef/Roast Pork - 10 oz (boneless), or

Pork Chops - 12 oz. (bone-in), or

Poultry - 8 oz. (boneless), or 16 oz. (bone-in), or

Ham - 8 oz. (boneless) (no ham and water product as by USDA), or

Fish - 8 oz.

Vegetables - 4 oz.

Salad - 4 oz., or

Self-Service Salad Bar (Optional) (See Menu Variety)

The State may order a self-serve salad bar to be served with the dinner meal when offered by the Contractor and provided a Contractor-furnished employee monitors and maintains its use, which includes supplying tongs and utensils. The salad bar is in addition to the dinner meal price and will be paid in accordance with bid form in the contract.

Potatoes - 6 oz.

Bread - 2 each

Milk - 1 pint

Milk will be available in individual cups, pints, approved milk dispensers or will be served by the Contractor.

Dessert - one serving

In addition to the above, the following items will also be available with all dinner meals:

Butter or margarine, peanut butter (cannot be left open to the elements), jam or jelly (individual packets or squeeze bottle), hot peppers and/or salsa, mustard, catsup, steak sauce, coffee, tea, cold drink, salt, pepper, sugar and cream (or substitute)

Twenty-four (24) Hour Per Day Service

The following items will be available 24 hours per day at the incident dining area.

- Coffee, brewed or high quality freeze dried, Sanka, tea, etc. (Caffeinated and decaffeinated)
- Hot water
- Instant chocolate

As-Requested Meal Services

The Contractor shall have the capability to feed personnel when requested by the Food Unit Leader at times other than those established for regular meals. The intent is to provide meals on an "as requested" basis other than normal meals and does not require the kitchen be open continuously 24 hours per day. ("As requested" meals must be ordered by the Food Unit Leader.)

Menu Variety

Meals should provide variety. The following examples are illustrative of the categories and variety of items acceptable for menus:

Meat (all portions raw weight)

Beef - Steaks - rib, loin, T-bone, New York, sirloin, cubed, filet, pepper steak, breakfast steak

Roast Beef - stew meat, chipped beef*

Veal - breaded or unbreaded cutlets

Short Ribs - baked, BBQ'd

Prime Rib

Ground Beef - (not more than 23% fat) (no soy product) - lasagna, meat loaf, meat balls, spaghetti sauce, ground beef patty (minimum cooking temperature is 155 degrees F and measured in its center or thickest part)

Pork - pork chops* (loin cut), spare-ribs, country style ribs (BBQ'd), pork roast, baked ham (no ham and water product as labeled by USDA), grilled ham*, bacon*, link sausage*, patty sausage*, Polish franks*, German franks*

Lamb - leg of lamb, lamb chops

Poultry - turkey and chicken - boneless breast, deep fried, BBQ'd, stewed with pasta

Fish - all varieties

Eggs - fresh or fresh frozen, Grade A (dehydrated is not acceptable). Fried, boiled, poached, omelets, scrambled, French toast (egg requirement plus bread)

Miscellaneous - Swiss steak, Salisbury steak, meat sauce, chicken fried steak, braised tips with gravy, corned beef hash

Bread

Sliced - white and dark and white and dark toasted
French toast, hot cakes, waffles
Donuts, sweat rolls, bagels
Biscuits, muffins, dinner rolls, cornbread
French bread, garlic bread

Cereal

Dry - individual servings or bulk
Cream of Wheat, Malt O' Meal, Zoom
Oatmeal, cornmeal, grits

***Acceptable breakfast meats**

Vegetables (fresh, canned or frozen)

Corn, peas, broccoli, asparagus, cauliflower, green beans, carrots, beets, mixed, relishes

Potatoes (and substitutes)

Baked with sour cream or butter, boiled with gravy, mashed with gravy or butter, fried (country or American), hash browns, diced, AuGratin, scalloped, French fries, O'Brien, potato tarts/cakes
Rice - steamed, pilaf, Spanish, fried
Stuffing or dressing
Pasta (misc.), casserole with pasta
Beans (dry)
Sweet potatoes
Grits

Salad Bar

The salad bar will include, as a minimum:

Five salad toppings - Three of the five salad toppings will consist of fresh vegetables. The salad dressing (placed in enclosed pourable containers, pump containers and/or individual packets) is in addition to the five required toppings.

Kidney Beans	Garbanzo Beans
Carrot Sticks	Mushrooms
Celery Sticks	Cauliflower
Bell Peppers	Broccoli
Shredded Cheese	Beets
Olives	Green Peas
Eggs	Cucumbers
Pickles	

Two prepared salads

Macaroni Salad	Carrot and Raisin
Potato Salad	Pea Salad
Jello Salad	Cottage Cheese Salad
Coleslaw	Pudding
Fruit Salad	Rice Salad
Pasta Salad	

Tossed green salad

One fruit

Sliced Melons	Bananas
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Peach Slices

Strawberries

Pears

In Season Fruit

Applesauce

Croutons, wheat nuts, sunflower seeds, crackers and taco chips, to name a few items, may also be part of the salad bar but they are in addition to the above.

Fruit (fresh, canned, or frozen)

Oranges, tangerines, apples, bananas, grapes, prunes, pears, peaches, plums, nectarines, grapefruit, melons

Dessert

Cakes, cookies, pies, cobblers, puddings, pastries, ice cream

Oils

Cooking oil will be low-cholesterol, unsaturated vegetable oil.

Quality Standards

The following quality standards are applicable:

- Red Meats - **USDA Choice or better** ("no rolls" are not accepted)
- Poultry - **Grade A**
- Dairy Products - **Grade A**
- Canned Fruits and Vegetables - **1st Quality**
- Fresh Fruits and Vegetables - **1st Quality**
- Frozen Fruits and Vegetables - **Grade A**
- Bread - **Fresh**

PACKAGING AND MARKING

Sack Lunches - General

Sack lunches shall be bagged in colored, ventilated plastic sacks or heavy duty paper sacks to protect the lunch. Plastic sacks shall be a minimum of 8" x 24" and not less than 2.5 mil thickness.

The State must be able to distinguish between vegetarian sack lunches and regular sack lunches by use of either stickers or labels or different colored bags.

Sack lunches shall be packed in cartons of 20 lunches and shall be ready at the agreed upon time.

Sack Lunches Containing Fresh Sandwiches

When fresh sandwiches are prepared on site and immediately placed into sacks for receipt by the State, ONE date and time is required. It is not necessary to stamp the individual sandwiches, however, it is necessary to stamp all sacks with

"Consume by (date and time)"

If sandwiches are prepared off-site, brought on-site and placed into the sacks, TWO dates are required.

Each sandwich or box containing sandwiches will be stamped by the manufacturer with the date and time sandwiches were prepared, and

Each sack will be stamped with

"Consume by (date and time)"

The Food Unit Leader shall determine how long sack lunches may be held after preparation prior to serving (rule of thumb is 24 hours). When establishing a "consume by date and time", the Food Unit Leader shall take into consideration date and time lunch items (including sandwiches) were prepared. A longer or shorter period of time may be deemed appropriate depending on refrigeration or storage conditions utilized.

Sack Lunches Containing Frozen Lunch Items

The date and time for consumption will be determined by the Food Unit Leader. If the Food Unit Leader does not specify a specific date and time, the time will be 24 hours after removal from the freezer.

Frozen lunch items shall not be frozen longer than 45 days before the date served except vacuum sealed items.

Vacuum sealed items must be prepared, packaged, frozen and served in the same calendar year. All vacuum sealed meats must be prepared and packaged in Federally approved and inspected meat plants. Contractors packaging products (vacuum sealed meats) for **their own use** must do so in certified facilities. (**Vacuum sealed meats prepared in less than federally approved and inspected meat plants cannot be sold to other contractors.** All packages must be date stamped the date of packaging.

Any item containing a manufacturer's expiration date will not be used past the expiration date.

Equipment Marking

Catering Service - All vehicles comprising a complete Catering Service shall be permanently marked with an identification symbol affixed to each vehicle. The symbol shall be the same for each vehicle comprising the complete unit.

Water Vehicle, Refrigerated Storage Units and Handwashing Stations - All additional refrigerated units, water vehicles, and handwashing stations shall also be permanently marked with an identification symbol.

Identification symbols will be located in an obvious place and be no less than 4" in height.

Disposable Insulated Cans

The Contractor is responsible for sealing all disposable insulated cans and marking seal with date and time filled and statement:

"must be served within ____ hours"

(normally four hours unless otherwise stipulated by the Food Unit Leader)
(labels furnished by the State)

The Contractor is NOT required to furnish "hot can" meals in other than approved single-use disposable insulated cans.

INSPECTION AND ACCEPTANCE

Inspection of services - - Fixed-Price

- (a) Definitions. "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.
- (b) The Contractor shall provide and maintain an inspection system acceptable to the State covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the State during contract performance and for as long afterwards as the contract requires.

- (c) The State has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The State shall perform inspections and tests in a manner that will not unduly delay the work.
- (d) If the State performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, without additional charge, all reasonable facilities and assistance for the safe and convenient performance of these duties.
- (e) If any of the services do not conform with contract requirements, the State may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the State may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce the contract price to reflect the reduced value of the services performed.
- (f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the State may (1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the State that is directly related to the performance of such service or (2) terminate the contract for default.

Responsibility for Supplies

- (a) Title to supplies furnished under this contract shall pass to the State upon formal acceptance, regardless of when or where the State takes physical possession, unless the contract specifically provides for earlier passage of title.
- (b) Unless the contract specifically provides otherwise, risk of loss of or damage to supplies shall remain with the Contractor until, and shall pass to the State upon:
 - (1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or
 - (2) Acceptance by the State or delivery of the supplies to the State at the destination specified in the contract, whichever is later, if transportation is f.o.b. destination.
- (c) Paragraph (b) above shall not apply to supplies that so fail to conform to contract requirements as to give a right of rejection. The risk of loss of or damage to such nonconforming supplies remains with the Contractor until cure or acceptance. After cure or acceptance, paragraph (b) above shall apply.

- (d) Under paragraph (b) above, the Contractor shall not be liable for loss of or damage to supplies caused by the negligence of officers, agents, or employees of the State acting within the scope of their employment.

Pre-Use Inspection of Equipment

Each year prior to use of Catering Services, the State may conduct pre-use inspections of Contractor's equipment for compliance with the contract specifications and conditions. In addition to equipment, Contractor will have available for inspection items listed under "Contractor-Furnished Equipment, Supplies and Personnel", Page 40.

Inspections During Use

At any time during use, the Food Unit Leader may make, cause to be made, such inspections as deemed necessary for the purpose of determining that equipment, supplies and personnel currently meet specifications or to determine equipment condition. Inspections may include monitoring by the USDA Food Safety and Inspection Service.

Inspection by the State after a performance failure has occurred will be made as promptly as possible after the Contractor has given notice that the failure has been corrected.

When inspection or reinspection reveals that the equipment does not meet specifications, the Contractor will be deemed "unavailable" in accordance with "PERFORMANCE, Unavailability/Non-Performance" , Page 62.

When inspection reveals that the failure has been corrected, the Contractor will be deemed in "available" status from the time the Contractor gave notice to the State of the correction of the failure.

When meals or services do not meet contract requirements, the Food Unit Leader will document deficiencies and when appropriate reach agreement with the Contractor for an appropriate reduction in the contract price (see Inspection of Services -- Fixed Price). If agreement cannot be made, the Contracting Officer will make a final decision under the Dispute Clause in the contract.

PERFORMANCE

Contract Period

The contract period shall be for a period of three (3) years from May 1, 1996, or upon final State approval, through April 30, 1999.

Locations

Catering Services will be dispatched from Designated Dispatch Points. Any change in location of the Designated Dispatch Points requires notification to the Region Operations Coordination Center.

Exact location where services are to be performed will be determined at the time the Catering Service(s) is ordered.

Unavailability/Non-Performance

The Contractor will be considered to have not performed whenever, due to the Contractor or his/her agent's fault or negligence:

The equipment or personnel are not in condition to perform;

Fails to perform the services required, or failure to meet the quality standards;

Equipment is not located at Designated Dispatch Points as specified in the contract or other approved location.

Performance failures, including those listed above, will be treated as follows:

- Daily evaluations would be prepared by the Food Unit Leader, with a copy to the Contractor.
- A copy of the daily evaluation will be provided to the Logistics Chief.

A performance failure which causes a substantial adverse impact on an incident may result in the Contractor being placed in unavailable status.

The Logistics Chief will notify the Contractor in writing when the Contractor is determined to be in unavailable status.

While the Contractor is in unavailable status, orders for service for that area will not be placed with the Contractor.

Prior to the Contractor's service being considered available for return to service, he/she must demonstrate to the State that they are able to perform and that all deficiencies have been corrected.

First Offense

A thirty (30) day waiting period will be invoked on the Contractor prior to being ordered for another dispatch in that area. The Logistics Chief will determine when the thirty days begin.

After the Contractor has successfully shown that all deficiencies have been corrected and after fulfilling the 30-day waiting period, he/she may be put into available status.

Second Offense

When a Contractor is deemed unavailable due to performance failure a second time, at the State's option the Contractor will be placed in unavailable status for the remainder of the contract period for that service area.

Note: There may be times, if deemed appropriate by the State, when all of the Contractor's services and/or equipment may be suspended, not just the service in question.

CONTRACT ADMINISTRATION DATA

Catering Service - Mileage

Dispatch will be made from Designated Dispatch Points shown in the Bid Form, Page 2. For payment purposes, mileage will be measured from the Contractor's Designated Dispatch Point or other mutually agreed to location, at time of dispatch to the incident(s) and return by using Rand McNally Road Atlas or Automap to the town nearest the incident and from there to the incident on State - verified odometer readings.

Mileage for transporting equipment and personnel to and from the incident will be at the rate of ten dollars (\$10.00) per mile and includes all, vehicles, operating supplies and repairs.

If an order from a Catering Service is cancelled before any meals are served, the Contractor will be paid for mileage incurred, if applicable, at the rate of ten dollars (\$10.00) per mile.

When Contractor's equipment is released from one incident and subsequently reassigned to another prior to returning to its Designated Point of Dispatch, it is the Contractor's responsibility to inform the Food Unit Leader at the new incident of any changes or corrections in return mileage indicated on invoices submitted on prior incidents.

Meals

Minimum Guarantee - First Three Meals

Before any meals are served - In the event an order is cancelled or reassigned en route before any meals are served, the Contractor will be paid for the number of meals ordered for the first meal plus mileage, if applicable.

If a Catering Service is rerouted more than once, the above would apply to each reroute until service begins. Once service begins, the following would apply.

Once serving has begun and three (3) or fewer meals (meal periods) are served, the Contractor will be paid 100% of the first three (3) meals when no more than three (3) meals are served.

Once serving has begun and four (4) or more meals (meal periods) are served, the Contractor will be paid 85% of the number of meals ordered for the first three (3) meals, or the actual number of meals served, whichever is greater.

Payment for Meals Beginning with the Fourth (4th) Meal (Meal Period)

The Contractor will be paid as follows beginning with the fourth meal period:

Hot Meals and Buffet Lunch

The number of hot meals and buffet lunches actually served or 85 percent of the meal order, whichever is greater. The 85 percent also applies when cancellation or reduction was not made five (5) hours in advance of serving time.

Salad Bar

If a salad bar is ordered by the Food Unit Leader, it will be paid for as bid and the meal count for that meal will be used to determine the meal count for the salad bar for payment purposes. (The meal count used will be the count determined for the incident dining area. The surcharge and 85% guarantee applicable to the dinner meal is also applicable to the salad bar.)

Sack Lunches

When fresh sandwiches and entree's are used - The number the State actually takes possession of or the number prepared prior to cancellation or reduction of an order.

When frozen lunch items are used - The number the State ordered less those that could remain frozen and the property of the Contractor.

Surcharge for Hot Meals and Buffet Lunches (applies only when 500 or more meals are served after the third meal period)

The State will pay additional 10 percent (surcharge) in addition to the meal prices shown in the contract when the number of meals served exceeds the number of meals ordered by 10 percent or more.

The surcharge will be paid on the number of meals in excess of the number of meals ordered plus 10 percent. **For example:** When 500 meals are ordered and 600 meals are served, a surcharge of 10 percent will be paid on 50 meals ($500 + 10\% = 550$) ($600 - 550 = 50$). If the meal price is \$10 each and 50 meals will be paid at \$11 each ($\$10 + 10\% = \11).

Surcharge for Sack Lunches (no minimum)

After the initial sack lunch order in any one day/sack lunch period is given, a 10 percent surcharge will apply to all additional sack lunch orders for that day/period when less than six hours for fresh sandwiches/fresh substitutes is given.

Relocation Fee

Each additional set-up/take-down, beyond the initial set-up/take-down at an incident and properly ordered by the State, will be paid at the rate of six hundred dollars (\$600.00) per move.

Miscellaneous Charges and Credits

Equipment Repair, Supplies and Fuel - Any costs incurred by the State in repairing Contractor's equipment and/or providing supplies/fuel the Contractor was unable to furnish, will be deducted from payments due the Contractor.

Lost/Damaged Equipment/Supplies - Any Contractor equipment or supplies lost or damaged by the State and certified as lost or damaged by the Food Unit Leader will be credited to payments due the Contractor.

Miscellaneous Items - The Procurement Unit Leader may negotiate, with the Contractor's concurrence, a reasonable rate for miscellaneous items not ready covered by EERA* rates, if needed to facilitate operations at the incident. Items must be associated with the operation of the Catering Service.

Payment Procedures

All meal extensions, relocation fees and mileage for the Catering Service will be itemized on Daily Meal Order -Catering Service.

Except for items covered in "Miscellaneous Charges and Credits" and "Payment Procedures", no payment will be made for equipment or services not listed under this contract.

Any additional credits or deductions will be shown on the above referenced form. Contractor shall certify on last invoice that all fuel purchases etc. to the best of their knowledge, have been accounted for and documented on Contractor's invoices prior to leaving incident.

The Contractor and Food Unit Leader must print their names and also affix a signature on Daily Meal Order -Catering Service. The State representative will include his/her title, work address and work phone number and the Contractor shall include his title and phone number.

The invoices will be submitted to the Incident Procurement Unit for payment. The payment process will begin upon receipt of proper invoices.

*Emergency Equipment Rental Agreement

SPECIAL CONTRACT REQUIREMENTS

Permits and Responsibilities

The Contractor shall, without additional expense to the State, be responsible for obtaining any necessary licenses and permits, and for complying with any Federal,

State, and municipal laws, codes, and regulations applicable to the performance of the work. The Contractor shall also be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence. The Contractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire work, except for any completed unit of work which may have been accepted under the contract.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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